

MEETING MINUTES

LOCAL WORKFORCE DEVELOPMENT BOARD

Date: April 23rd, 2025

Time: 11:05 AM

Meeting called to order by: James Bruzzi (Vice-Chair)

IN ATTENDANCE

James Bruzzi (Vice-Chair), Ryleigh Aubuchon (Secretary), Chris Pasterz, Dennis Cox, Dominic Marcanti, Tabitha Stickel, Billy Smith, Steve North, Jennifer Fair

Excused: David Miller, Elizabeth Flake, Elizabeth Valdez, Janet Dean

Unexcused: Chad Meier, Stephanie McCarthy

Call to the Public: No public present

CONSENT AGENDA ITEMS

Minutes from March 21st, 2025, were approved

- Motion to approve by Steve North
- Seconded by Jennifer Fair
- All in favor

REPORTS

Rapid Response Report (Greg Clark)

- BSR Team attended Business Academy and became more familiar with software being used by BSR Team while making connections with DES representatives
- Hiring event at Cattleman's Steakhouse where eight (8) positions were available and filled.

Director's Report (Adam Garrard)

- RFP's for both OSO and Title 1B provider were posted and can be bid on; expectation is to have the applicants reviewed and voted on during next board meeting in May
- 4-year Plan is completed going through the Board of Supervisors for approval
- Mobile Unit is now up and running which is critical now that WIOA no longer has a presence in St. John's in Apache County is no longer in the area

- Trip to DC went well with many helpful connections made. Next year's convention is in Los Vegas which WIOA staff would like to attend due to lower travel costs since it is close by but will be dependent on the availability in the budget.

OSO Report (Jessica Head)

- St. John's case load has been split between Pinetop and Winslow case managers to avoid disruption of services
- 23 placements were made with \$38,889.07 (\$18.70/hr.) and total annual income created was \$304,300.11
- Donald T.'s success story was shared with the board

Financial Report (Briony Buchholz)

- 50,000 awarded to CPLC for Adult expenses in Q4 by DES, agreement made on monthly cap to avoid overspending
- 75,000 was granted by DES for FY26 Q1 to carry WIOA over for Adult services
- 242,000 was provided to cover deficit in Adult for FY25

NEW BUSINESS

Previous suggestions to change Bylaws were made and terms were updated to 5 years as was officers updated to have a representative from each of the three counties

- Chris Pasterz motioned to accept Bylaws with changes made
- Billy Smith seconded the motion
- All in favor; motion passed

IFA is ready except for Gila County's portion due to not being able to come to an agreement for the space rent and receptionist fees. Ryleigh suggested partnering with DES office with a possible hoteling station to stay on budget and complete the IFA

Grading Committee needed for RFP's to grade them and move them forward for vote.

Volunteers who stepped forward to be on the grading committee were:

- Jennifer Flake
- Steve North
- James Bruzzi
- David Miller (Chair has to be on each committee)
- Billy Smith

Executive Director or Board Clerk will reach out to the above volunteers with details necessary for the Committee to be successful

New Board Member Applications motioned to approve by Dominic Marcanti, seconded by Ryleigh Aubuchon, all were in favor, motion passed

- Josh Drake with Ibarra Drake Construction, LLC
- Kelly Zagrzebski with Invenergy

BOARD UPDATES/COMMENTS

No updates or further comments by the board

NEXT MEETING

Next meeting is scheduled for May 28th, 2025, at 11:00 AM

- Motioned to adjourn by James Bruzzi
- Seconded by Chris Pasterz
- All in favor; meeting adjourned at 11:45 AM